



ELECTRONICS CORPORATION OF INDIA LIMITED  
(A Govt. of India Enterprise)  
ECIL Post, Hyderabad - 500 062  
Phone No(s):040-27120427 / 27182394 / 27182222

## COME.... TEAM UP WITH ECIL FOR A BRIGHT CAREER

Electronics Corporation of India Limited is a leading Public Sector Company with a turnover of ₹.1500 Crores (A Unit of Department of Atomic Energy) engaged in the area of Strategic Electronics with thrust on innovation & indigenization. ECIL has diversified into strategic sector such as Nuclear, Defence, Security, Aerospace, Information Technology, Telecom and e-Governance. ECIL pioneered a number of products and technologies include Solid State Television, Digital Computer, Cockpit Voice Recorders, Electronic Voting Machines, Programmable Logic Controllers, Earth Station and Deep Space Network Antennas. ECIL has close collaboration with national R&D laboratories as well as academic Institutes and has been involved in the projects of national importance. ECIL is looking for dynamic, experienced and result oriented persons in the following positions:

| Post No.             | Name of the Post  | No. of post (s) | Post Qlfn. Exp. (yrs.) as on 31.05.2017 | Maximum age limit as on 31.05.2017 (yrs.) | Total monthly emoluments (Including perks) Rs. (Approx.) p.m. |
|----------------------|---|-----------------|---|---|---|
| <b>LATERAL ENTRY</b> |   |                 |   |   |   |
| 1                    | Dy. General Manager<br>[Company Secretary – EG-VI]<br>[Rs.32,900 - 58,000]<br>Annual Increment @ 3% | 1-UR            | 13                                      | 45  | Rs. 93,469/-  |
| 2                    | Medical Officer [LADY] [EG-II]<br>[Rs.16,400 - 40,500]<br>Annual Increment @ 3%                     | 1-UR            | 2                                       | 35  | Rs. 48,793/-  |

### **QUALIFICATIONS & EXPERIENCE:**

| Post No. | Qualification & Experience   |
|----------|--|
| 1        | <b>Company Secretary:</b> The candidate should be a member of ICSI with Degree in Law having good academic track record. Should have post qualification experience in organizing Board / Corporate Meetings, preparation of MoUs and thorough knowledge of Companies Act, SEBI regulations etc. The candidate should be conversant with drafting of contracts, agreements, deeds & other legal documents.          |
| 2        | <b>Medical Officer [Lady]:</b> The candidate should be MBBS from a Medical College recognized by Medical Council of India. Post Graduate Certificate in Industrial Health/ AFIH [Associate fellow of industrial health] certificate will be preferred. Should have post qualification experience after Internship. Industrial experience is preferred. The selected candidate is required to stay in our Township. |

- Candidates having required qualifications but with lesser years of relevant post-qualification experience may be considered for lower post.
- Additional increment(s) and / or service weightage will be allowed in deserving cases based on experience / higher qualification (relevant)/performance in interview as per the Company rules.
- In addition to emoluments as mentioned against each post. PF, Gratuity, Medical benefits, Leave etc., as per rules of the Corporation.
- Age of superannuation is 60 years as per the extant rules.

## **RELAXATIONS:**

- 1) **Age:** Age relaxation for Persons with Disabilities (degree of disability 40% or above) is 5 years for candidates belonging to General. The upper age limit is further relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01/01/1980 to 31/12/1989. Ex-Defence Officers are eligible for age relaxation for the service rendered in Defence plus three years.
- 2) **Fee exemption:** Candidates belong to SC/ST/PWD & Serving/Retired Service Officers from Defence are exempted from payment of application fee.
- 3) **Internal Candidates are also exempted from payment of Application Fee.**

## **INTERVIEW:**

The date, time and venue of interview will be intimated by e-mail / SMS. The candidates called for interview shall present mandatorily the following documents at the time of interview for certificates verification.

## **DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW:**

The following documents shall be produced in original with a set of photo copies for verification along with self-attested photo copies.

1. On-line registered application form duly signed and with recent colour passport size photo affixed;
2. All original certificates in support of his / her date of birth, qualification, experience, latest caste & disability (PWD) certificates etc., if any along with a set of photo copies;
3. A valid certificate for Persons with Disabilities (PWD); Discharge certificate in case of Ex-servicemen, if applicable.
4. If claiming age relaxation as candidate from J&K, relevant certificate.

## **GENERAL CONDITIONS:**

- a) **The Internal candidates are EXEMPTED from payment of application fee.**
- b) Before applying, candidate should read the complete advertisement carefully and ensure that he / she fulfill eligibility criteria of post stated in the advertisement in all respects.
- c) A non-refundable Application Fee of **Rs.500/-** is applicable for General & OBC candidates. **Candidates belonging to SC / ST / PWD & Serving/Retired Service Officers from Defence are exempted from payment of Application Fee.**
- d) Candidates claiming to belong to any particular category of SC / ST / OBC / PWD shall necessarily submit a copy of certificate, in proforma prescribed by Govt. of India, as the case may be, from a Competent Authority.
- e) The Management reserves right to limit the number of candidates to be called for interview, as also to fill the posts even at lower level.
- f) All qualifications should be from a recognized Indian University / Appropriate Statutory Authority.
- g) The candidates working in Government Departments / PSUs should route their application through proper channel or 'No Objection Certificate' should be produced at the time of interview invariably.
- h) Place of posting indicated in the Advertisement is subject to change depending on the Organizational requirements. However, selected candidates are liable to serve the Corporation from anywhere in India.
- i) Only on-line applications are accepted.
- j) TA (to & fro rail fare) will be paid for outstation candidates appearing for interview by the shortest route to the **Place of Interview** [i.e., from nearest railway station as per address for correspondence (within India) mentioned in the Application form], subject to production of documentary proof, as per rules.
- k) The application is liable for rejection at any stage of recruitment process in case of suppression / furnishing of false information, without enclosing necessary documents including Pay-in-slip (if applicable), un-signed application & received after closing date for receipt of hard copy by post. For queries candidates may visit the link and consult the Frequently Asked Questions (FAQ) section.

- l) The candidate has to quote his/her system generated application number allotted for all future correspondence.
- m) All future correspondence would be through E-mail ID, furnished by the applicant in the on-line application-form or by post.
- n) ECIL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- o) Any Legal proceeding in respect of any matter / claim or dispute arising out of this advertisement and / or any application in response thereto can be instituted only limited to the Courts at GHMC (Kapra Circle) alone shall have exclusive jurisdiction.
- p) ECIL will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- q) In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- r) Canvassing in any form will be a disqualification.
- s) Only Indian Nationals need apply.

#### **HOW TO APPLY:**

1. Eligible candidates have to apply 'ON-LINE' through our website "<http://careers.ecil.co.in>" selecting 'Careers' followed by 'e-Recruitment'. You can alternatively use [www.ecil.co.in](http://www.ecil.co.in) for getting connected to advertisement details. The on-line application process will be operational from **07/06/2017 (1400 hrs.) to 27.06.2017 (1600 hrs.)**.
2. State Bank of India (all branches) has been authorized to collect the Application fee on behalf of ECIL, in a specially opened **Account Number 31102144119** available on our website from 07/06/2017. Candidate [other than SC/ST/PWD/Ex-servicemen/Internal Candidates] has to download and print the pay-in-slip and approach the nearby SBI branch for remitting the **non-refundable application fee of Rs.500/- (Rupees Five Hundred only)**. The Pay-in-slip printed from the portal should only be used for depositing the fee for proper crediting of amount in the allocated account. On receipt of the money, the Bank will allot a Journal Number, Branch Name and Branch Code. This journal number, Branch Name and branch code are to be filled up by the candidate while applying online. In case, the candidate deposits the fee in a wrong account, ECIL will not be responsible. There will not be any other mode of receipt of application fee.
3. The candidate can take a print-out of the blank application proforma provided as a link on the main page, fill up the required information (in Capital letters) as per proforma along with the application fee details and apply through on-line so that the data furnished is error-free.
4. After applying on-line, the candidate is required to take the print out of registered on-line application form with system generated application serial number. Please note down your application serial number for the post applied, for future reference without fail. The candidate can take re-print of his/her registered on-line application form before the last date for On-line registration. Write the system generated on-line application serial number on the ECIL copy of the Pay-in-slip form.
5. The candidate has to sign on print-out of on-line registered application form by affixing the recent colour passport size photograph (4 X 3 cms) and enclose the photo / attested copies of date of birth, educational qualifications, experience, Caste & Medical Certificate (applicable for PWD candidates only) along with ECIL's copy of Pay-in-slip invariably. The candidate can retain a copy of the registered on-line application form and candidate's copy of Pay-in-slip of application fee for future reference.
6. The candidate should write Advertisement No. **23/2017**, post number and system generated application number on the top of the envelope and send the duly filled in application form along with enclosures as indicated at Sl.No.5 to:

**Deputy General Manager (Recruitment), Personnel Group,  
ELECTRONICS CORPORATION OF INDIA LIMITED,  
ECIL (Post), Hyderabad - 500 062, Telangana.**

7. Please note that the registered on-line application form along with all the enclosures (hard copy) as indicated at Sl.No.5 above, should reach ECIL on or before 03.07.2017 invariably. The application (hard copy) received after this date will not be entertained.
8. If the candidate is eligible to apply for more than one post, remit the fee for each application, apply on-line separately for each post and send the registered application form with all enclosures by post separately.
9. The application is liable for rejection at any stage of the recruitment process, in case of suppression / furnishing false information / without enclosing necessary documents, including pay-in-slip / unsigned application etc.
10. The candidate has to quote advertisement number, post name and On-line system generated application number for all future correspondence.

**IMPORTANT DATES:**

|    |   |  |
|----|---|--|
| a. | Commencement of on-line Registration of application by candidates                                     | <b>07.06.2017 1400 Hrs</b>                                     |
| b. | Last date for on-line registration of application by candidates                                       | <b>27.06.2017 1600 Hrs</b>                                     |
| c. | Last date of accepting registration forms (Hard copy) with required documents by post from candidates | <b>03.07.2017</b>  |
| d. | Interview date  | Will be communicated by mail/post to eligible candidates only. |

**Please Note:**

Corrigendum/Extension etc., if any, shall be published in our website [www.ecil.co.in](http://www.ecil.co.in) only. Also, for career opportunities in ECIL, please visit our website regularly.

**Advt. No.: 23 / 2017**

**DEPUTY GENERAL MANAGER (Rectt.)**